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**NEW YORK WING SUPPLEMENT #1
TO CAPR 62-1 (1MAR91) C1 (1JUL92)**

1 OCTOBER 2003

Safety

CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, is supplemented as follows:

2. a. Added:

1) When a new Safety Officer is appointed at a Group or Squadron, the unit commander will notify the Wing Director of Safety within 10 days of the name, telephone numbers, and email address of the new safety officer. In the case of a squadron safety officer appointment, the Squadron Commander will notify both the Wing Director of Safety and the Group Safety Officer.

2. b. (2). Added:

(a) Each squadron will complete a safety report each quarter using NYWF 94a, "*Squadron Quarterly Safety Report*". The report will be forwarded to the Group Safety Officer to arrive no later than the 5th day after the end of the quarter (5 April, 5 July, 5 October, or 5 January).

(b) Each Group will complete a safety report each quarter using NYWF 94, "*Group Quarterly Safety Report*". The report, along with the reports from all units in the Group, will be forwarded to the Wing Director of Safety to arrive no later than the 10th day after the end of the quarter (10 April, 10 July, 10 October, or 10 January). The mailing address of the Wing Director of Safety is given in the NY WG Supplement #1 to CAPR 62-2.

(c) If a Squadron report has not reached the Group Safety Officer in time to be included in the Group's report to Wing, the Group's report should be sent on time even though the Squadron's report is missing. In this case the Squadron Safety Officer must send the Squadron's report directly to the Wing Director of Safety, and also send a copy of the report to the Group Safety Officer.

(d) Units failing to file quarterly safety reports will be subject to adverse action at the discretion of the Wing Commander, with the recommendation of the Wing Director of Safety. Such action can be, but not limited to, the grounding of all corporate air and vehicle assets and suspension of unit meetings except those specifically held to develop a viable safety program.

2. c. Added:

1) CAPF 26 "*Safety Improvement or Hazard Report*" forms will be made available at each unit for use by the unit's members.

2) Each completed CAPF 26 will be submitted to the unit safety officer.

3) When a completed CAPF 26 is received by a unit safety officer, s/he will contact the unit commander to plan and implement a solution to the problem.

4) Each unit will attach to its quarterly safety report copies of all CAPF 26 received during the quarter, along with a description of actions taken to resolve the hazard.

2. d. Added:

1) A Safety Officer must be assigned during all activities and missions (other than regularly scheduled Squadron and Group meetings). If a mishap occurs during the activity or mission, the assigned Safety Officer will submit a brief written report to the Wing Director of Safety indicating the date and time of the safety briefing that was conducted, and suggestions for preventing similar mishaps in the future.

2. f. Added:

1) All units will conduct an Annual Safety Survey between 1 November and 31 December. Squadrons will submit their completed safety survey to the group safety officer by 5 January. Groups will submit their completed safety survey, along with all squadron surveys received, to the Wing Director of Safety by 10 January.

8. Added:

a. Each Group will submit with their fourth quarter report a list of all current pilots in the Group along with the pilot's level in the FAA "Wings" program.

RICHARD LERZ, First Lieutenant, CAP
Director of Administration

<<< Signed >>>

AUSTYN W. GRANVILLE, JR., Colonel, CAP
Commander



Supersedes New York Wing Supplement #1, dated 30 July 2002, to CAPR 62-1.

OPR: SE

Distribution: In accordance with CAPR 5-4